

Formal job acceptance thank you letter template

Subject: Job Acceptance “ Thank You

Dear [Hiring Manager's Name],

I am writing to formally accept the position of [Job Title] at [Company Name]. I sincerely thank you for this opportunity and for the confidence you have shown in my abilities.

I am excited to contribute to the team and will ensure that I bring dedication and enthusiasm to my role. I look forward to starting on [Start Date] and working closely with you and the team.

Thank you once again for this opportunity.

Sincerely,

[Your Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/job-acceptance-thank-you-letter>